

TAB

31 October 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Meeting, 31 October 1974

- 25X1A 1. The following ADMAG members were present at the 31 October 1974 meeting with Mr. Blake, Mr. McMahon and [REDACTED]

	<u>Office</u>	<u>Name</u>
25X1A	OTR	[REDACTED]
	FIN	[REDACTED]
	SEC	[REDACTED]
	PERS	[REDACTED]
	COMMO	[REDACTED]
	MED	[REDACTED]
	OJCS	[REDACTED]

2. The following points were discussed:

- 25X1A a. ADMAG ANNUAL REPORT - Mr. Blake read to the group a condensed version of the ADMAG Annual Report which he will send to Mr. Colby. He and Mr. McMahon felt that the number of items presented in the original report was excessive and the original list of 22 was reduced to 10.
- b. NEW ACRONYM FOR AAG - ADMAG, the new acronym selected by the members of the group at [REDACTED] was approved by Mr. Blake. The name of the group remains the Administration Advisory Group.
- c. BUDGET FOR ADMAG - In reaction to the paper on proposed utilization of an ADMAG Budget, Mr. Blake commented on the proposal to visit Extra-Agency Organizations. He stated that if such visits could be made without interfering with day-to-day duties, they should

be closely coordinated on a functional basis with the Offices within the Directorate. Mr. Blake seemed to favor the idea of a budget for ADMAG and asked the members to present some specific recommendations as to expenditures.

- d. ANNUAL CAREER CONFERENCE - In response to an ADMAG paper, a discussion was held on the format for Office Annual Career Conferences. The consensus of opinion favored a 1 1/2 to 3-day conference at a remote location. These Annual Conferences should not only present highlights of Office and Career Service state-of-the-art, but also should cover the state-of-the-Agency through liberal use of guest speakers external to the Career Service.
- e. PUBLICIZING PROMOTIONS - There was a general discussion on the merits of publicizing promotions. Opinions ranged from those who were in favor to those who felt it would be an invasion of privacy. Mr. Blake seemed to favor the publicizing of promotions at the Office level.

3. The following items were closed:

- a. SPOUSE ORIENTATION PROGRAM - Mr. Mahon stated that this ADMAG suggestion had been presented to the Offices of Security and Training. He reported that both Offices were willing to try one or two pilot programs but were reluctant to commit themselves any further. After a general discussion, it was resolved that a successful dependent's day program plus the tailoring of the employee's EOD briefing to lay out what can be said to spouses should suffice to correctly orient the spouses.
- b. ABOLISHMENT OF GRADES GS-06 and GS-08 - Mr. Mahon received the reactions of ADMAG members both pro and con on this issue. After the discussion, the decision was made to drop the issue from the agenda.

25X1A c. RESTROOM FACILITIES FOR NORTH CAFETERIA VISITORS - Mr. [REDACTED] reported that the recommendation to move the Guard Post further down the corridor had been presented to the Office of Security. This was an ADMAG suggestion designed to relieve the situation and provide visitors with the access to restrooms. The Office of Security rejected the idea since it would place the Guard Station in a highly congested area. Also, the volume of visitors to North Cafeteria is not large enough to warrant any change. Therefore, visitors will still have to use the restroom facilities at the main entrance.

d. THE LAW & EXTERNAL TRAINING - Mr. Blake stated that an Agency bulletin will be produced on this recommendation.

e. APPLICANT PROCESSING TIME - In response to an ADMAG paper recommending a study of Applicant Processing Procedures, the Offices of Medical Services, Security, and Personnel responded with memos stating what they are currently doing to improve applicant processing time. The responses showed that these Offices were really concentrating on the problem and moving in the right direction. Therefore, this issue is considered closed.

25X1A f. "DID YOU KNOW"..." BULLETIN BOARD DISPLAY - Mr. [REDACTED] stated that the Office of Personnel (PERS) is studying the problem of what to do with the official bulletin board. He further stated that PERS liked the "Did you know..." idea and wanted suggestions for the one-liners from ADMAG members.

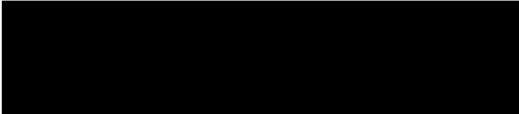
4. NEW BUSINESS

Mr. McMahon solicited the opinion of the group concerning the establishment of a clerical career service and the creation of a Clerical Career Service Advisory Group. ADMAG's consensus indicated that Advisory Groups were proliferating at a great rate and rather than create a new group, why not just expand ADMAG to include a

representative from the new clerical Career Service?
Mr. McMahon thought this was a good idea.

4. The next business meeting will be held in the
DDA Conference Room on Monday, November 11, 1974 at
3:00 p.m.

25X1A



ADMAG October Co-Chairman

Distribution:

Copies to each member

1 - Mr. Blake

1 - Registry

1 - Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Utilization of Budget for ADMAG

STATINTL

1. A question was put before the Administration Advisory Group by the DD/A concerning the Group's thoughts on how it would utilize a budget if such was made available. The comments reflected in this memo cover some thoughts considered at the recent retreat at [REDACTED]

STATINTL

2. It was the feeling of the members of the Group that at least part of our function is to serve as a resource to DDA Management, and perhaps in turn Agency Management, regarding significant issues which come under the purvey of the Administration Directorate. Issues which the Advisory Group has recently addressed include Career Development, Personnel Management Systems and Policy, and Computer Utilization in Management Systems. Many of these issues are of common concern to other organizations--industrial, governmental, and academic. Rather than approaching some of these problem areas or issues in a manner which indicates they are unique to the Agency, it would seem very beneficial to discuss with organizations outside the Agency how they have approached similar problems.

Becker
Coord
not possible
no complete
outline
[REDACTED]
4. One
not possible

3. The members of the Group are representative of a broad range of skills, interests and abilities. We feel we could serve as a vehicle for making contact with these extra-Agency personnel by visiting organizations or inviting outsiders to address our group. Our interests would not be in obtaining theory or policy on approaches to various issues, but hard data on implementation of solutions.

4. The Members feel that the utilization of these outside resources would be an excellent input for the DDA, and a budget which supported this activity could prove to be an effective use of funds.

Administration Advisory Group

ADMINISTRATIVE

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Ramifications of Abolishing GS-06 and
GS-08 Positions

1. At the request of the DD/A, the Advisory Group explored the ramifications of abolishing the GS-06 and GS-08 positions. This memo covers the Group's thoughts on the subject.

2. No consensus was reached by the Group on whether this should be implemented, because it was felt the implementation should be contingent on a number of factors. The assumption was made that the abolishment of GS-06 and 08 positions was being considered as a means of creating a better motivational environment. This being the case certain aspects of the move need to be considered. By abolishing these positions it must not lead to slower progression, in fact, it should lead to faster progression. For instance, if it now takes two years to progress from a GS-05 to a GS-07 position, under the new plan, it should take less than two years to achieve this same level. If this were not the case, the elimination of the GS-06 position would not provide for the interim promotion between GS-05 and GS-07. Implementation would also serve to bring the Agency into line with other Government agencies which do not utilize GS-06 and GS-08 positions thereby providing for more rapid advancement. Unless these points are satisfied the Group felt retaining the present 06 and 08 positions would provide the greater incentive by making available more promotion opportunities.

3. An alternative suggestion appeared to have a great deal of merit. Perhaps the 06 and 08 positions could be retained for "clerical" personnel and the GS-08 and GS-10 positions could be eliminated for professional personnel. This system would provide more promotion opportunities for clericals of whom the majority top out at GS-08 or GS-09 positions and provide more rapid advancement in the early stages of their careers.

ADMINISTRATIVE - INTERNAL USE ONLY

4. As mentioned previously, consensus was not reached in the group. However, one point was clearly expressed by all. A different system must not create more roadblocks to advancement which would result in greater employee dissatisfaction. The intent of a new system would have to be communicated to various career boards and supervisors in order to clearly lay out the reasons behind the change and the desired results. Equity in administration would be the basis for the success or failure of such a system.

Administration Advisory Group

TAB

26 November 1974

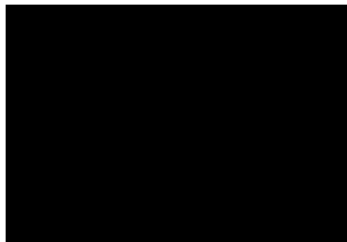
MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the ADMAG Meeting 25 November 1974

1. The following members were present at the 25 November meeting:

Name

25X1A



25X1A

25X1A

2. [REDACTED] gave the MAG group a briefing on his recent trip to [REDACTED]

3. The following points were discussed under old business:

25X1A

25X1A

a. Suggestions for "DID YOU KNOW" Bulletin Board Display -- [REDACTED] has a list of ten items which he will work into a format for presentation to [REDACTED]

b. ADMAG Budget -- There were no recommendations or suggestions for possible budget expenditures. This item will remain open.

25X1A

c. Qualifications of Clerical and Professional Personnel -- [REDACTED] presented a scenario for a possible problem situation. The paper will be read by all members and discussed at the next meeting.

25X1A

d. Employee Benefit Loss -- [REDACTED] discussed the problem as seen by the Director of Logistics. Possible discrepancies were considered to be movies held in the auditorium, the gym, the EAA store, cafeteria, the Credit Union, the Insurance Office, and pay parking. The major consensus seemed to be that the only two possible problems would be the Credit Union and the pay parking. However, this item will be held over for the next meeting and Jacky [REDACTED] will solicit possible solutions from the Director of Logistics.

25X1A

25X1A

e. Stenographer Practice -- [REDACTED] advised the

SUBJECT: Minutes of the ADMAG Meeting 25 November 1974

the Office of Training. Interested parties can call Extension 4435 at the Learning Center Library for information.

25X1A

f. Academic Grade Reports in Personnel Files --

25X1A

[redacted] advised the group that the Offices of OCS, Commo, and Logistics do in fact insert grade reports into the individuals' soft files. In an attempt to further clarify the situation, [redacted] will check into DDO procedures and [redacted] will check the same in the DDI. This item will be discussed again at the next meeting.

g. Centralization of Counseling Services -- this item was discussed with no general consensus. The item will be held over for the next meeting.

4. Due to the fact that this was a short business meeting, several items on the agenda of old business were not discussed and will be held over for the next meeting;

25X1A

a. Secretarial Pattern -- [redacted]

25X1A

b. Office Time-In-Grade Requirements -- paper due -- [redacted]

25X1A

c. Results of Psychiatric Counseling -- [redacted]

25X1A

d. Grade Limitations on Vacancy Notices -- John [redacted]

5. New Business. Due to the shortness of the meeting, all items under new business will be presented at the next meeting.

6. It was decided that the next business meeting would be held on 2 December at 1500 hours in the DDA Conference Room.

25X1A [redacted]

Co-Chairman, ADMAG

TAB

18 November 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the ADMAG Meeting 11 November 1974

1. The following members were present at the 11 November meeting of ADMAG

<u>Office</u>	<u>Name</u>
OJCS	
SEC	
PERS	
COMMO	
MED	

25X1A

2. The following points were discussed:

Recap of Meeting with DDA and ADDA:

All felt the meeting with Mr. Blake and Mr. McMahon was quite beneficial and productive. It appears to bode well for the future. Items closed by that meeting represent completed issues to ADMAG. The only comments concerned the "Did You Know" portion of the Official Bulletin Board. ADMAG will submit on at least a one shot basis a list of appropriate items. ADMAG felt the DDA and ADDA did an excellent job of "nailing" most items.

Old Business

25X1A a. Items concerning "Qualification of Clerical and Professional Personnel" and "Employee Benefit Loss - Non-Headquarters Personnel" were tabled until the return of [REDACTED]

25X1A b. Grade Attraction Scale for Secretaries - [REDACTED] commented this is now referred to as the "Secretarial Pattern." It is an issue that has been before the Management Committee. The decision has been made not to change this system. However, a realization that inequities exist has led to an effort in the future by PMCD to look at selected positions and make grade changes as appropriate.

SUBJECT: Minutes of the ADMAG Meeting 11 November 1974

25X1A With this information the group felt it probably could do no more. But it would be carried over until Ms. [REDACTED] takes a look at the regulations.

25X1A c. Office Time-in-Grade Requirements
After much discussion it was determined that Mr. [REDACTED] should forward a memo from ADMAG recommending standardization across offices for Time-in-Grade guidelines. These would consist of 6 mos. through GS-10 and 12 mos. for GS-11 and up.

25X1A d. Length of Time for Badging Agency Contractors - Mr. [REDACTED] stated this is really a two phase problem, the most critical being from date of initiation until approval (clearance). The average time for this is 10 days. This was not considered to be an inordinate amount of time. The second aspect -- time from approval to issuance of badge is often dependent on the badgees and varies. Also not considered a major problem. This issue was dropped.

25X1A e. Results of Psychiatric Counseling (Records)
Mr. [REDACTED] reported on the procedures used in maintaining confidentiality of records and information supplied to the counselor. The group was satisfied that this procedure was totally appropriate. At the same time perhaps including a more adequate description in the "Consultative Service" Bulletin would be beneficial in reassuring personnel of conduct of the counseling. Mr. [REDACTED] will check into this possibility and report at next meeting.

25X1A

Under New Business, all items:

- . Academic Grade Reports in Personnel Files
- . Grade Limitations on Vacancy Notices
- . Stenographer Practice and
- . Centralization of Conseling Services:
were carried over to the next meeting because the appropriate members were not present.

New New Business

25X1A a. Conduct of Combined Federal Campaign
Mr. [REDACTED] reported that he had received reports from disgruntled employees about the confidentiality of reporting procedures in the CFC. Although it appeared several employees had a legitimate concern it was not considered to require ADMAG involvement.

SUBJECT: Minutes of the ADMAG Meeting 11 November 1974

25X1A

b. Salary Offer Inconsistencies

Ms. [REDACTED] surfaced a problem regarding the inconsistency in initial salary offers to applicants by different components in the Agency, i.e., a computer programmer might be offered a GS-08 by ISG and a GS-07 by OJCS. Further discussion is merited on this issue.

25X1A

c. Housing Assistance to EOD'ers

Mr. [REDACTED] recommended the Agency do more in the way of providing housing location assistance to EOD'ers coming to the Washington area. Such assistance could range from provision of information earlier in the applicant processing to actually assisting the EOD'er in locating suitable housing. The issue involves numerous problems including allocation of resources and will be discussed further.

3. Other issues ADMAG members should consider for the next meeting - Monday 25 November at 1530 in the DDA conference room are

a. Items for the "Did You Know" section of the Official Bulletin Board.

b. Specific recommendations on ADMAG Budget.

c. Plans for the Semi-Annual Report/retreat.

25X1A

[REDACTED]
Co-Chairman, ADMAG

TOPICS CONSIDERED BY ADVISORY GROUP

<u>TOPIC</u>	<u>MEETING #/DATE</u>	<u>AG ACTION</u>	<u>MANAGEMENT ACTION</u>
25X1A Honor and Merit Awards Program	12, 8 Jan 74 13, 21 Jan 74 14, 4 Feb 74	Discussed but no paper submitted.	██████████ publis encouraging more attention to sys
25X1A ██████████ Twice-Daily Courier Service	13, 21 Jan 74 14, 4 Feb 74 15, 25 Feb 74	Dropped	---
Classified Bulletin Board Items (later including "Did you Know")	13, 21 Jan 74 17, 25 Mar 74 18, 23 Apr 74	Memo submitted 28 Mar 74 suggesting one-liners	
Christmas Parties	13, 21 Jan 74	Dropped	---
State of Directorate Items	14, 4 Feb 74 15, 25 Feb 74	Topics suggested Mar 74	Were to have been discussed at SOD meeting
EAA Book Exchange (later called Book Bazaar) (AKA Used Book Sale)	14, 4 Feb 74 15, 25 Feb 74 17, 25 Mar 74 18, 23 Apr 74	Memo submitted 28 Mar 74 recommending establishment of book sale to facilitate off-campus participants	M&S suggested MSAG operate book bazaar Dropped by MSAG as not feasible task of the AG.
CGI Cafeteria Complaints	14, 4 Feb 74 15, 25 Feb 74	Referred employee to Cafeteria Committee	---
BEO Program	14, 4 Feb 74 15, 25 Feb 74	Dropped	---
Publicizing MSAG activities & seeking input & MSAG image & MSAG Role	17, 25 Mar 74 18, 23 Apr 74 20, 24 May 74 21, 10 Jun 74 19, 13 May 74 24, 22 Jul 74 26, 5 Aug 74	Suggested M&S notice be published Mar 74	M&S notice publish
Redundancy and/or Excessive Distribution of Computer Print-outs	17, 25 Mar 74 18, 23 Apr 74	Memo submitted Apr 74 recommending user verification of need for runs	

TOPICS CONSIDERED BY ADVISORY GROUP

TOPIC	DATE	AG ACTION	MANAGEMENT ACTION
Approved For Release 2000/05/16 : CIA-RDP81-00261R000600050001-4			
Publicizing Promotions & QSIs	17, 25 Mar 74 18, 23 Apr 74	Memo submitted 28 Mar 74 recom- mending publishing achievements w/in DDM&S	M&S was to recom- and to Office He
MSAG Conference Room	19, 13 May 74	--	Advised <u>not</u> fea
Parking Lot/Car Pool Spaces	19, 13 May 74	Dropped	---
Telephone Answering Procedures	19, 13 May 74	Memo submitted 10 Jun 74 recom- mending that com- ponents exercise option to answer with name or number	
UBLIC/FEGLI benefits information to spouses	19, 13 May 74	Dropped	---
Overtime Compensation for cer- tain overseas employees	19, 13 May 74	Investigated & responded to employee	---
Staggered Office Hours	19, 13 May 74	Dropped	---
MAG Picture Displays on Agency Official Bulletin Board	20, 24 May 74 21, 10 Jun 74 22, 24 Jun 74 23, 8 Jul 74 24, 22 Jul 74 25, 30 Jul 74 27, 15 Aug 74	Recommended dis- play; obtained some pictures. Response from others promp- ted dropping.	---
Office Reviews Format	20, 24 May 74 21, 10 Jun 74 22, 24 Jun 74 24, 22 Jul 74	(see Office-wide meetings page 3)	
Recruitment Procedures (later renamed "Applicant Processing Procedures")	20, 24 May 74 21, 10 Jun 74 22, 24 Jun 74 23, 8 Jul 74 24, 22 Jul 74 25, 30 Jul 74 26, 5 Aug 74	Memo submitted 31 Jul 74 recom- mending the pro- cedures be studied	

TOPICS CONSIDERED BY ADVISORY GROUP

TOPIC	MEETING #/DATE	AG ACTION	MANAGEMENT ACTION
Career Counselling Program	20, 24 May 74 21, 10 Jun 74 22, 24 Jun 74 23, 8 Jul 74 24, 22 Jul 74	None	PASG recommends. included subject. DDA advised much being done in Di- rectorates now.
Employee Bulletin Distribution	20, 24 May 74 21, 10 Jun 74	Dropped	---
Dress Code	22, 24 Jun 74	Memo submitted 28 Jun 74 recom- mending publica- tion of notice on summer dress	Informally passed on to Office Heads by the DD
Selection of MAG Members	22, 24 Jun 74 23, 8 Jul 74	Dropped	---
Cover for Bus. Stop near PSD	22, 24 Jun 74	25X1A [REDACTED] explored - found plans were in the mill. En- ployee informed	---
Quality of pictures in Personnel Files	22, 24 Jun 74	Dropped	---
Training for jobs other than the one employee holds -- develop- ed into "External Training"	22, 24 Jun 74 23, 8 Jul 74 24, 22 Jul 74 25, 30 Jul 74 27, 15 Aug 74 29, 12 Sep 74 30, 23 Sep 74	Memo submitted 27 Sep 74 recom- mending publica- tion of notice on liberalization of laws on external training	
Job Exchange Notices between Directorates (actually was meant to be personnel job exchanges--like want ads)	22, 24 Jun 74 23, 8 Jul 74 25, 30 Jul 74	Dropped	---
Trays outside South Cafeteria	22, 8 Jul 74	Referred directly to OL/LSD	---
Parking situation at Headquarters [REDACTED] suggestion)	23, 8 Jul 74 25, 30 Jul 74 27, 15 Aug 74 29, 12 Sep 74	After much review & discussion, em- ployee being notified situation being handled in	Reviewed memo & responded to AG.

TOPICS CONSIDERED BY ADVISORY GROUP

<u>TOPIC</u>	<u>MEETING #/DATE</u>	<u>AG ACTION</u>	<u>MANAGEMENT ACTION</u>
INTERface with other MAGs	24, 22 Jul 74	Discussed w/DDA	DDA agreed valuabl
Language Cards in Elevators	24, 22 Jul 74	Dropped	---
Letters of Instruction (change of title to Letters of Agreement)	25, 30 Jul 74 27, 15 Aug 74	Dropped	---
Academic Qualifications of Agency Clerical and Professional Employees	25, 30 Jul 74 27, 15 Aug 74 30, 23 Sep 74		
MSAG attendance at other MAG meetings	26, 5 Aug 74	Inquired opinion of DD	No objection & encourages
Shower Facilities for Women	27, 15 Aug 74 29, 12 Sep 74	25X1A discussed OP/BSO response to employee (would have facilities for women between 1 Apr & 1 Oct) & concluded it is a "non-problem" <u>DROPPED</u>	BSD responded to employee query in satisfactory manner.
Orientation Program for Spouses of New Employees	29, 12 Sep 74	Memo submitted 18 Sep 74 recommending establishment of a program for spouses	
Reifications of abolishing GS-06 and GS-08 positions	29, 12 Sep 74 31, 4/5 Oct 74 32, 15 Oct 74		
Medical Examination Program for Employees	30, 23 Sep 74 32, 15 Oct 74	Dropped	---
Report on "An Introduction to Drugs of Abuse"	31, 4/5 Oct 74	Memo submitted 8 October recommend- ing publication	
Fitness Reports	31, 4/5 Oct 74	Dropped	---
Establishment of Bloodmobile at Rosslyn	27, 15 Aug 74	Suggested employee	---

TOPICS CONSIDERED BY ADVISORY GROUP

TOPIC	MEETING #/DATE	AG ACTION	MANAGEMENT ACTION
Annual Report	29, 12 Sep 74 30, 23 Sep 74 31, 4/5 Oct 74	Wrote report.	---
Possible Budget for AG	29, 12 Sep 74 31, 4/5 Oct 74		
Meeting [REDACTED]	29, 12 Sep 74 30, 23 Sep 74	Met 4/5 Oct 74	---
Foreign Currency Turn-in	27, 15 Aug 74 28, 5 Sep 74	Suggested as "Did you know..." item	
Reporting of the AG	31, 4/5 Oct 74		
Internal Building pressure & resultant windy doorways in AM	30, 23 Sep 74	DROPPED	---
Washroom Facilities for Visitors at Hqs	30, 23 Sep 74	Memo 25 Sep menda ment desk badge	
OTR Catalog cover on Bulletin Board	30, 23 Sep 74 32, 15 Oct 74	Discu	OTR to publish location of cata- logs
Listing of retirees, contracts, & others who need access to Hqs Building	30, 23 Sep 74 32, 15 Oct 74		
Death reports in Personnel Files	30, 23 Sep 74	Suggested as Did You Know item	---
Recommendation for Promotion Henson	30, 23 Sep 74 32, 15 Oct 74	Suggested employee refer to com office head	---
Equivalent benefits for employees outside of Hqs Building	31, 4/5 Oct 74 32, 15 Oct 74		

TOPICS CONSIDERED BY ADVISORY GROUP

<u>TOPIC</u>	<u>MEETING #/DATE</u>	<u>AG ACTION</u>	<u>MANAGEMENT ACTION</u>
Time in Grade Requirements	31, 4/5 Oct 74		
Grade Attraction Scale (Secretarial Pattern)	31, 4/5 Oct 74		
Handout for new AAG Members	31, 4/5 Oct 74		
Psychiatric Counselling Records	32, 15 Oct 74		
Grade Reports in Soft Files	32, 15 Oct 74		

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Advisory Group Annual Report

1. This report summarizes the activities of the DDA Advisory Group for the Fiscal Year 1974.
2. The Group was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members--one from each DDA office and one from the Administration Career Service. Under the original guidelines, the purpose of the Group was to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees were to be welcomed, the Group was instructed to avoid personal grievances.
3. During the first year, the Advisory Group altered its operating procedures. As a result of advertising its existence and interactions with Directorate management, the Group has become involved with not only more but broader concerns. Consequently, new procedures have been devised to handle this increase in activity. Issues or problems are now screened in an effort to determine appropriate action. In addition to this screening activity, the Group submits recommendations to DDA for his consideration in the form of brief memoranda. This represents a departure from prior approaches to the Group's activity in which a number of in-depth research reports were submitted. These changes have permitted the Group to focus its efforts on a greater number of priority issues having Agency-, Directorate-, and office-wide impact.
4. Obviously, not every item considered by the Advisory Group resulted in a demonstrable change in policies or functioning of the DDA. A number of issues covered and investigated by the Group did not culminate in a suggestion for action to the DDA. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. In other cases, the issue was brought to the attention of the Group by an outside party, and discussion within the Group indicated the issue

ADMINISTRATION ADVISORY GROUP

Selected Summary -- FY-74

ATTACHMENT A

was not of significant magnitude to warrant further discussion. In these cases, the employee who brought the issue to the attention of the Group was informed of the decision. However, the importance of these items should not be underemphasized, since in many cases AAG investigation of the issue stimulated interest and action on the part of the responsible component or individual.

5. Attachment "A" represents a selected summary of items considered by the AAG in FY-74.

ADMINISTRATION ADVISORY GROUP

Att

✓ 1. Publicizing of Promotions and QSI's. The publicizing of promotions and QSI's in the DDA was recommended and adopted to alleviate the whispering campaigns which followed most promotion cycles. People are motivated by seeing their name in print and being complimented by their fellow workers for their accomplishments. The publication of promotion lists eliminates embarrassment caused some employees by the "rumor mill" when congratulations are extended to personnel who have not been promoted. This is in keeping with the Agency's general desire to recognize employees' achievements.

2. Review of the Agency Regulatory System. The AAG undertook to review the time involved to revise Agency regulations. As a result of this review, AAG recommended that deadlines be established to coordinate and authenticate regulations; that the DDA be designated as the authenticating officer to expedite publication; and that authority be delegated to the DDA to disseminate handbooks pertinent to DDA operations without DDO approval. The AAG's recommendations were considered but were not adopted.

3. The QSI Program. The AAG proposed that the Quality Step Increase (QSI) Program be reviewed with consideration given to:

- a) Substituting an equivalent lump-sum payment for special achievement in lieu of the more costly step-increase.
- b) Retaining the step-increase and including the lump-sum payment for special achievement.
- c) Revising the regulations to include additional guidelines and standards to assist supervisors and Heads of Career Services in making recommendations for QSI's.

The proposal was reviewed by the Director of Personnel who recommended that the Agency continue with the present QSI program.

4. VIP Unit Price. The Voluntary Investment Program (VIP) produces for employees who participate in the program quarterly reports showing their contribution, unit price, units purchased and total units owned. Between these reports, no information was available concerning the unit price. The Group suggested that the bi-weekly unit price which is computed every payday be posted on the bulletin boards. This suggestion was implemented.

~~ADMINISTRATIVE — INTERNAL USE ONLY~~

✓ 5. Control of DDA-Designated Positions in Other Directorates. The AAG believes that the DDA should have primary control of its positions, not only at Headquarters, but overseas as well. The current practice of other Directorates controlling DDA-designated positions constrains DDA career planning of personnel resources. The DDA offices were asked to comment on changing this practice. Most of the responses were opposed to such a change for reasons of organization and budget. The present procedure was retained.

✓ 6. Honor and Merit Awards. Considerable research was performed by AAG members on the use and misuse of the Agency's Honor and Merit Awards program. This research revealed that promotions and QSI's are often the only incentives considered by supervisors. The Honor and Merit Awards program is sometimes ignored until an outstanding employee nears retirement, when he or she is finally nominated. This study resulted in the publication of Headquarters Notice [REDACTED] encouraging the use of the Agency's award program "as soon after occurrence as possible."

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✓ 7. Publication of General Interest Information in Unclassified Format. The Agency publishes much unclassified information of a general interest nature which employees could share with their families, such as: Tips on Conserving Gasoline, and the Medical Newsletters. Because these bulletins were printed on CIA letterhead employees did not feel free to take them home. The AAG suggested that such information be published in an Agency-sterile format. *Info is being published in such format.*

✓ 8. Applicant Processing Procedures. Of particular concern in this area was the handling of specially recruited applicants, the length of time required for processing, and the poor image this projected to prospective employees. A recommendation was submitted to the DDA that a study be made of the entire process with a view towards improving the system.

✓ 9. Drug and Alcohol Abuse and Prevention Programs. The AAG became concerned about the Agency drug and alcohol abuse program. The Group recommended the Agency define and make known its policy on drug and alcohol abuse, that more stringent standards be considered for dependents going overseas and such programs as the half-way house program in [REDACTED] be evaluated. The recommendations were given to the DDA. *overally.*

STATINTL

~~ADMINISTRATIVE — INTERNAL USE ONLY~~

10. Space Problem. The AAG was asked to consider the problem involved with consolidation of office space made available due to cutbacks in personnel. The AAG recommended the establishment of a working panel of senior representatives from each directorate. The panel would resolve the relocations and space allocations on a priority basis. The panel recommendations would be forwarded to the Agency Management Committee. AAG also offered several recommendations for better utilization of existing space. This proposal was not considered feasible by higher management.

11. Overtime Compensation for Certain Employees in Vietnam and Laos. In response to a query from an individual who had served in Vietnam, an investigation was made of overtime compensation for certain employees in Vietnam and Laos. The group discovered this question had been resolved through official Agency channels and so advised the employee. The employee was satisfied and no further action was taken.

12. Items for the Official Bulletin Board. The AAG submitted to the DDA a proposal to publish information on the Official Bulletin Board in the form of one-liners under the caption, "Did You Know That:". Information on new regulations, reminders of existing policy, changes in training criteria, etc. would be stated briefly, followed by the office and telephone number where full details could be obtained.

13. Bloodmobile Program for Rosslyn Area Employees. Employees who wish to do donate blood must go to Headquarters, wait in line, and then regain their strength prior to departing via shuttle bus for Rosslyn again. It was recommended that a bloodmobile be scheduled for Rosslyn or that employees from outlying areas be given preferential treatment because of the time away from the office. After discussion with OP it was suggested that the employee submit an "Employee Suggestion."

✓ 14. Redundancy and/or Excessive Distribution of Computer Printouts. The Group discussed ways to reduce the redundancy and/or excessive distribution of computer printouts. In researching this problem with OJCS, the Group found that OJCS semiannually prepares a list of computer printouts and sends these to the involved office. The using office then reviews the list and informs OJCS of deletions. The Group passed this information to the DDA with the recommendation that OJCS follow up on the listings to make certain the office verify need for the report.

ADMINISTRATIVE--INTERNAL USE ONLY

✓ 15. CIA Exhibits Displays. The AAG proposed to the DDA that the CIA "in-house" displays put on by the Fine Arts Commission be shown to the general public in either the Science and Technology building of the Smithsonian Institution, or the Library of Congress. The purpose of the displays would be primarily educational with an eye toward public relations and long-term recruitment. Some of the ideas for displays included:

- a) The award-winning drug display.
- b) The Cuban missile crisis display.
- c) A display showing commercial applications of products currently on the market that CIA originally engineered (c.s., Xerox Telephonic copying, metal detectors for airport use, etc.)
- d) A CIA books and publications display showing our contributions to the President and other government agencies.

Image + security problems preclude.

✓ 16. Suggested Format for Office Reviews. A verbal request was made by the DDA as to the most desirable format for office reviews (conferences). After reviewing several agendas, the activities which occurred, and discussing with personnel who attended the various reviews or conferences it was recommended that the three-day conference in the Office of Finance format was the most desirable.

17. AAG Publicity. The AAG discovered from its contacts that the purpose of the Group was not well understood by DDA personnel. In order to clarify the purpose of the Group a memorandum to all DDA careerists was drafted. Included in the memo was a statement by the DDA defining the functions of the group. The names of the advisory group members were also listed. The DDA memo was issued on 21 May 1974.

18. Cover for PSD Bus Stop. An employee recommended that a cover for the bus stop located in front of OL/PSD be constructed. Upon investigation we determined that a cover had already been contracted for by OL/LSD. The employee was informed and the action considered complete by AAG.

✓ 19. Office Name Changes. The AAG received a suggestion requesting some method or central place be established where office names, initials, phone and room number changes are either recorded or cleared to end the confusion caused by reorganization or office moves. This action was passed on to the DDA for whatever action was deemed appropriate.

OP was ~~was~~ handling as of April 1974

ADMINISTRATIVE--INTERNAL USE ONLY

20. Casual Dress Code. In response to the necessity of conserving energy, guidelines went out to the various government agencies in the spring of 1974 recommending changes in office temperatures. Many agencies responded by implementing what was called a "casual dress code" relaxing either prescribed or traditionally accepted standards of dress so employees would feel more comfortable. This Agency went along with the changes in temperature regulations, but did not formally make a statement concerning a casual dress code. The AAG felt management should make a statement concerning acceptance of this code. Management felt a relaxation of the dress code to a more casual situation was acceptable, but administration of same was very difficult. The preference was to let the situation take a natural course allowing standards to relax by way of grapevine communication rather than by formal edict from DDA position. AAG concurred with this interpretation.

21. South Cafeteria Exterior Picnic Area. An employee complained that the picnic area immediately outside the South Cafeteria was left each day in an untidy condition. There were trays, dishes, condiments, and trash left over the area. This problem was referred directly to OL/LSD, and the situation was corrected.

✓22. GSI Cafeteria Complaints. Several employees have asked the AAG to review items of concern effecting the cafeterias at Headquarters. These items including audit of prices, quality of food, etc. were referred to the Cafeteria Committee, the established channel for these complaints.

DD/A 74-4248

5 NOV 1974

MEMORANDUM FOR: Director of Central Intelligence
FROM : Deputy Director for Administration
SUBJECT : Activities of the DD/A Advisory Group, FY 1974

1. This memorandum provides a brief report on the activities of the DD/A Advisory Group (AAG) during FY 1974.
2. The Group was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members--one from each DD/A Office and one from the Administration Career Service. Under the original guidelines, the purpose of the Group was to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees were to be welcomed, the Group was instructed to avoid personal grievances.
3. During the first year, the Advisory Group altered its operating procedures. As a result of advertising its existence and interactions with Directorate management, the Group has become involved with not only more, but broader, concerns. Consequently, new procedures have been devised to handle this increase in activity. Issues or problems are now screened in an effort to determine appropriate action. In addition to this screening activity, the Group submits recommendations to the DD/A for his consideration in the form of brief memoranda. This represents a departure from prior approaches to the Group's activity in which a number of in depth research reports were submitted. These changes have permitted the Group to focus its efforts on a greater number of priority issues having Agency-, Directorate-, and Office-wide impact.
4. Obviously, not every item considered by the Advisory Group resulted in a demonstrable change in policies or functioning of the DD/A. A number of issues covered and investigated by the Group did not culminate in a suggestion for action to the DD/A. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. In other cases, the issue was brought to the attention of the Group by an outside party, and discussion within the Group indicated the issue was not of significant magnitude to warrant further discussion. In these cases, the employee who brought the issue to the attention of the Group was informed of the decision. However, the importance of these items should not be underemphasized, since in many cases AAG investigation of the issue stimulated interest and action on the part of the responsible component or individual.

5. It may be recalled that I did not assume my present position until 3 August 1974, so that my direct involvement in the deliberations of the Advisory Group is of relatively short duration. John McMahon has been in attendance at the two meetings held under my cognizance, and as a standard practice he plans on attending all future sessions. I have not made any major change in the basic AAG charter, but it has been pointed out to the various members that it would be extremely helpful to use the Group as a "sounding board" and communications link to the young officers in the Directorate. I did solicit the views of the Advisory Group before initiating any action on changing the name of the Directorate.

6. Over the year, the Advisory Group was involved in the preparation of twenty-two major proposals on various facets of Directorate activities. A few of the more important earlier suggestions are again being reviewed in order to determine their efficacy. My preliminary feeling is that the AAG meeting offers an excellent forum for any honest exchange of views with younger officers, and there are obvious built-in benefits by opening up lines of communications. It would be my hope that the Advisory Group will focus on worthwhile issues and not get bogged down on items of no great significance.

7. I have attached a selected summary of ten items considered by the DD/A Advisory Group during FY 1974. This provides a reasonably good sampling of the problems and issues which were addressed by AAG.

25X1A

John F. Blake
Deputy Director
for
Administration

Att

AAG Selected Summary

1. Publicizing of Promotions and QSI's. The publicizing of promotions and QSI's in the DD/A was recommended and adopted to alleviate the whispering campaigns which followed most promotion cycles. People are motivated by seeing their name in print and being complimented by their fellow workers for their accomplishments. The publication of promotion lists eliminated embarrassment caused some employees by the "rumor mill" when congratulations are extended to personnel who have not been promoted. This is in keeping with the Agency's general desire to recognize employees' achievements.
2. VIP Unit Price. The Voluntary Investment Program (VIP) produces for employees who participate in the program quarterly reports showing their contribution, unit price, units purchased and total units owned. Between these reports, no information was available concerning the unit price. The Group suggested that the biweekly unit price which is computed every pay day be posted on the bulletin boards. This suggestion was implemented.
3. Control of DD/A-Designated Positions in Other Directorates. The AAG believes that the DD/A should have primary control of its positions, not only at Headquarters, but overseas as well. The current practice of other Directorates controlling DD/A-designated positions constrains DD/A career planning of personnel resources. The DD/A Offices were asked to comment on changing this practice. Most of the responses were opposed to such a change for reasons of organization and budget. The present procedure was retained.
4. Honor and Merit Awards. Considerable research was performed by AAG members on the use and misuse of the Agency's Honor and Merit Awards program. This research revealed that promotions and QSI's are often the only incentives considered by supervisors. The Honor and Merit Awards program is sometimes ignored until an outstanding employee nears retirement, when he or she is finally nominated. This study resulted in the publication of Headquarters Notice [REDACTED] encouraging the use of the Agency's award program "as soon after occurrence as possible."
5. Items for the Official Bulletin Board. The AAG submitted to the DD/A a proposal to publish information on the Official Bulletin Board in the form of one-liners under the caption, "Did You Know That:". Information on new regulations, reminders of existing policy, changes in training criteria, etc., would be stated briefly, followed by the office and telephone number where full details could be obtained.
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25X1A

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DD/A 74-4200

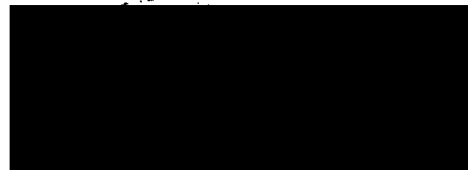
24 OCT 1974

MEMORANDUM FOR: Chairman, Administration Advisory
Group

SUBJECT : Applicant Processing Procedures

1. The Deputy Director for Administration has asked that you have the opportunity to review the comments received from the Offices of Personnel, Security, and Medical Services concerning applicant processing procedures.

2. It is understood that this topic will be discussed at the meeting scheduled for 31 October 1974.



25X1A

Executive Officer to the
Deputy Director for Administration

Atts